

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2010 – 0016

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: HR Handbook Update – Layoff Issues
Layoff Template #13, Adjusted Service Date Notification**

Issue Date: December 9, 2010

This is to advise agencies that a new template has been added to the HR Handbook under Layoff Issues as follows:

- Added – ***Layoff Template #13, Adjusted Service Date Notification***

REASON FOR THE CHANGE: The Adjusted Service Date Notification template is being provided for agency use when notifying employees of their adjusted service date information on file in the Human Resources Department. Agencies may customize this template as needed.

The adjusted service date is a primary component used when determining service for layoff purposes. In order to ensure accuracy of the adjusted service date and, as a first step in layoff planning, agencies may wish to verify with employees that all appropriate service has been accounted, the information is on file in the Human Resources Office, and that the employee agrees with the service date. It is recommended that agencies use this tool to communicate this information to the employee, and if the information is not correct, provide the Prior State Service Questionnaire (Layoff Template #1 located at http://www.civilservice.la.gov/HRHandbook/Layoff/Layoffs_TOC.asp) allowing the employee the opportunity to submit additional information to HR.

If you have any questions, please contact your Assistance Coordinator at (225) 342-8274.

Sincerely,

s/Shannon S. Templet
Director